

RESOURCES ON TAP

an initiative by

Lewyll Communications

Recruitment Specialists since 1989

Terms and Conditions pertaining to Candidates sourced from www.resourcesontap.co.za

(January 2024 to December 2024)

Applicable to *Non-Subscribers* of www.resourcesontap.co.za

A) Summary of Services Provided

Resources-on-Tap is a ground-breaking recruitment initiative introduced by Lewyll Communications, who have provided a specialist recruitment service to Advertising, Media, Marketing & Communications industries since 1989.

Features of www.resourcesontap.co.za include :

- Access to a data base of “Candidate Profiles” by *Job Category* and *Level of Experience*
- Log-on an enquiry requesting the personal CV fitting that profile
- Confidentiality of “Career Seeker” profiled is maintained, requiring prior consent before forwarding personal CV
- On receipt of candidate’s CV, the company is at liberty to proceed with the recruitment process directly with candidate
- The quality of Career Seekers listed on www.resourcesontap.co.za is maintained by pre-screening of CVs prior to listing on site. Career Seekers are able to access and compile their own *personal profile*, which will only be listed on site after ratification of CV content.

In order to achieve the *cost-efficiencies* that have motivated this unique service, Career Seekers are not pre-interviewed or reference checked by Lewyll Communications. The personal CV of the Career Seeker is taken at *face value*, and pre-screened as to suitability based on experience listed on CV.

NOTE: No restriction is placed on the number of CV’s requested. However, Clients will be requested to provide information in the form of a Job Spec or other detail of the career opportunity for which the candidate is being considered for.

B) Fee Structure – (Fees quoted are **exclusive** of VAT)

Upon “commencement” of a candidate accessed through www.resourcesontap.co.za

Service Fee – 6% (six) of Annual Income plus VAT becomes due and payable 30 days after “Commencement Date”.

In determining “annual income” all direct financial rewards including bonuses and realistic commissions are included.

Should any candidate referred to you by ourselves be employed by you, or any 3rd party whom you have referred the Career Seeker to, within 6 months (six) of their introduction, our full service fee becomes payable by your company.

C) Commencement Date

It has become common practice to employ candidates on a trial basis prior to formalising a permanent appointment.

Our service fee becomes payable on the commencement of a candidate referred to you by Resources-on-Tap notwithstanding the fact that they may not yet be regarded as a permanent employee.

D) Definition of a Resources-on-Tap Candidate Referral

A Career Seeker will be deemed to have been sourced from Resources-on-Tap and our full service fee becomes payable, on the appointment of that Career Seeker, unless the Employer has been in direct written contact with the Career Seeker within the 6 months (six) preceding the submission of the CV by Resources-on-Tap. This notwithstanding the Employer holding the details of the Career Seeker through previous contact or submission of the CV by another source.

Acceptance of our Terms and Conditions

(Approval by client includes acceptance of terms and conditions above)

Name of Company:

Name of Client:

Designation:

Client Signature:

Date:

VAT Registration No:

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